

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

2. Once the problem is identified, the next step is to define the objectives and goals of the project. This helps to clarify what needs to be achieved and provides a clear direction for the team.

3. The third step is to develop a plan or strategy to address the problem. This involves breaking down the problem into smaller, manageable tasks and determining the resources needed to complete each task.

4. The fourth step is to implement the plan. This involves putting the strategy into action and monitoring progress regularly to ensure that the project is on track.

5. The final step is to evaluate the results of the project. This involves assessing the outcomes against the objectives and goals and identifying any areas for improvement.

6. Throughout the process, communication and collaboration are essential. Regular meetings and updates help to keep everyone informed and ensure that the project is moving forward as planned.

7. It is also important to document the progress and results of the project. This provides a record of what has been achieved and can be used to inform future projects.

8. Finally, it is important to celebrate the success of the project. Recognizing the efforts of the team and the achievements of the project helps to boost morale and encourages future collaboration.

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